

Minutes of the Haxby & Wigginton Neighbourhood Plan Steering Group Committee meeting

held on Wednesday 9th March 2016 at 7:30pm at Wigginton Recreation Hall.

Present: Mark Scott, Jason Haritou, Mary Crawford, Peter Vaughan, David Dixon, Sarah Dixon, Mike Harrison, Caroline Mulholland, Mary Fisher, Brenda Armishaw, L B Armishaw, Sandra Finch, Pat Wilford, Nick O'Keefe, Rex Lees, Paul Firth.

Apologies: Jill Handley, Chris Edwards, Sandra & Paul Tutill.

Terms of Reference

The terms of reference were discussed, and although they were broadly accepted there were alterations required. These were to be made and circulated prior to the next meeting.

Action: Mike Harrison

Roles on the Steering Group

It was agreed that the group should have a Chair, Vice-Chair, Secretary and Finance Officer. Nominations were invited from the group, seconded, and officers elected by unanimous vote.

Role	Name	Proposed	Seconded
Chair	Caroline Mulholland	Mary Crawford	Sarah Dixon
Vice-Chair	Paul Firth	Peter Vaughan	Mary Fisher
Secretary	Sarah Dixon	Caroline Mulholland	Nick O'Keefe
Finance Officer	Mark Scott	Peter Vaughan	Mary Crawford

Update on Current Activities

At the last meeting it had been decided to use the ward boundary for the plan boundary. Subsequently, representatives from Haxby Town Council and Wigginton Parish Council agreed to expand the plan boundary area to include the houses south of Haxby, between the railway line and the ring road, which are in New Earswick Parish. A letter stating this intent had been sent to New Earswick Parish Council which has been received, but a response has not yet been made. It was decided to delay the application to City of York Council for a reasonable period of time.

Information had been received from Leeds Beckett University about Neighbourhood Planning training sessions; information about these to be circulated.

Action: Mary Crawford, Caroline Mulholland

Sub groups

The two preliminary surveys had shown some common themes, and it was decided that these would form a basis for the first sub groups:

Housing & Development
Infrastructure
Environment
Transport/Traffic

It is expected that these larger groups will split into further sub groups as the project progresses.

Recording Evidence and Communication

It was decided that a Liaison and Communications Officer was needed to ensure thorough consultation. Sarah Dixon proposed David Dixon, Caroline Mulholland seconded and this was agreed by unanimous vote.

The example of a strap line used to keep the group focused in Boston Spa was given, "Respecting History, Adapting to Change, Improving Lives". Suggestions for a statement for Haxby & Wigginton to be taken at the next meeting.

Action: ALL

It was decided that minutes would be taken by the Secretary, and published on the HTC & WPC websites after approval from the Chair.

Action: Sarah Dixon

Finance/Bank Account/Grant Applications

Once the plan boundary has been approved, initial funding of £5,000 will be released.

It was decided that a bank account be set up with Barclays to hold funds for the plan. Signatories to the account to be the Chair, Vice Chair and Secretary.

HTC has set aside £500 from the current year to be transferred once the account is open.

Grants and other funding sources to be investigated prior to the next meeting.

Action: Sarah Dixon

Questionnaire/Guidance from CYC/Other professional advice

It was decided that the sub groups would each put together a list of questions to draft a consultation questionnaire, and once this was done further advice would be taken before proceeding to consultation.

The group was keen to ensure that the consultation be taken to the community, through attendance at the carnival, school fetes etc. as well as distribution through local publications.

Priorities for next meeting

Detail on sub groups.

Theme/Vision Statement.

Flesh out Comms/Advanced messages.

Any other business

None.

Date of Next Meeting

Wednesday, 13th of April at 7:30pm at Wigginton Recreation Hall.